Request for Proposal (RFP) for:

Cameleon Video Management Software

Federal Aid No.: CM-0625(008)
Contract No.: TA-4406
Job No. 05-14-PW
CIP No.: CTR-0111

City of Kirkland
Public Works Department

City of Kirkland
REQUEST FOR PROPOSAL

I PURPOSE OF REQUEST

The City is requesting proposals from qualified and experienced firms to license, furnish, install, integrate and provide training for the Cameleon Version 4 Enterprise video management software for use in viewing the City of Kirkland's existing pan-tilt-zoom Cohu traffic surveillance cameras.

II RFP PROCESS TENTATIVE SCHEDULE

The City will attempt to follow this timetable, which should result in a final selection by March 21,2014.

Issue RFP	February 4, 2014
Deadline for questions – 4:00 pm	February 25, 2014
Answers to questions released - Noon	February 28, 2014
Deadline for submittal of proposals – 4:00 pm	March 6, 2014
Selection of successful proposal	March 21, 2014
Implementation of agreement	March 28, 2014
Integration/Training	June 1, 2014

These dates are estimates and subject to change by the City.

III SUBMITTAL INSTRUCTIONS

Proposals must be submitted no later than **4:00PM on Thursday, March 6, 2014.**

We encourage that proposals be submitted by email. Emailed proposals should include "Cameleon System RFP" in the subject line and be addressed to: purchasing@kirklandwa.gov.   (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

As an alternate to email, proposals including an electronic version on CD can be mailed or delivered to:

> City of Kirkland
> Attn: Barry Scott –Cameleon Software RFP
> 123 5th Avenue
> Kirkland, WA 98033

Questions:

Questions regarding the RFP process should be addressed to Barry Scott, Purchasing Agent, at bscott@kirklandwa.gov or by phone to 425-587-3123.

Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Flora Lee, Public Works, at flee@kirklandwa.gov.

IV BACKGROUND

The objective of this RFP is to solicit proposals to license, furnish, install, integrate and provide training for the Cameleon Version 4 Enterprise video management software for use in viewing the City of Kirkland's existing pan-tilt-zoom Cohu traffic surveillance cameras. The system shall be fully integrated on new City of Kirkland servers located at Kirkland City Hall and workstations in the new City Hall Traffic Management Center (TMC) and at the Kirkland Traffic Signal Maintenance Shop. The system will include the following components:
- One (1) rack mounted Cameleon server.
- One (1) rack mounted web server for video access through a web client.
- One (1) rack mounted video server for distributing video, image captures and video storage.
- Two (2) video display workstations for managing display of video to four wall mounted LCD displays (provided by others) and one workstation PC display.
- Two (2) client workstations; one located in the new TMC and the other located in the signal shop. The signal shop workstation must display video on the desktop monitor and one wall mounted LCD display (existing).
- Web client access for up to five concurrent users.
- Initial integration of 16 cameras with licensing for 35 cameras. Existing cameras include Cohu 3960HD cameras with built in Cohu encoders and older model Cohu cameras using Axis 7401 encoders. All encoding will run H.264 compression over a fiber optic network.

V SCOPE OF SERVICES

The City of Kirkland is looking to procure the Cameleon Version 4 Enterprise software and licenses from a licensed Cameleon distributor. Flir software integration staff located in the Victoria, BC office, shall provide training, maintenance support and integration services.

A. Integration:

Integration shall be performed on the workstations and servers noted in the Background section of this document. No additional hardware shall be required for integration of the system. The initial integration shall be performed after fiber optic links are established to 10 of the initial 16 camera sites.

The vendor shall work with the City's webmaster to configure still image captures that can be saved from each camera for display on the City's webpage. The system shall pull an i-frame out of the video stream for each camera at user-defined intervals. The server performing the capture should then have the ability to push these images to any location, including FTP to the City's web server. The City's initial preference is to have each captured image overwritten by subsequent images, but this should be user programmable.

Integration of the system shall include demonstrating that the minimum requirements of the video management system have been met. These requirements are defined in the Video System Requirements section of this document. Any issues with the minimum requirements must be rectified within 20 working days of attempting the initial installation unless otherwise approved by the City of Kirkland. Inability to meet a minimum requirement is grounds for rejecting the product and no compensation will be made to the software distributor or Flir.

B. Maintenance:

The System shall come with a two year software assurance maintenance agreement. This maintenance agreement shall include the following at a minimum:

- Technical support Monday through Friday 8:00am to 5:00pm PST.
- Unlimited telephone, email and online technical support.
- Free access to all interim and major releases of patches and device drivers.
- Priority response and resolution of issues.
- Remote confirmation and troubleshooting assistance via the Internet.

C. Training:

Training shall be provided by Flir staff. Training shall be performed after the initial installation and again in-person approximately six months after the first 10 cameras are added to the system. Training shall cover operation of the system, addition of new devices, administrative system management and troubleshooting of systematic issues.

D. Video Management System Minimum Requirements:

The following minimum requirements must be demonstrated before the system will be accepted:

1. Ability to view and control PTZ Cohu cameras over an existing Ethernet network using the encoding of the Cohu 3960HD camera or the Axis 7401 encoder.
2. Integrated camera control shall include variable speed PTZ operations.
3. Access shall be assignable by user or a group of users with a minimum of four access levels, which could include, PTZ control, PTZ control priority, PTZ configuration.
4. The system shall support Motion JPEG, MPEG4, and H.264 video streams.
5. The system shall support video with a 16:9 aspect ratio and HDTV video at 1080p.
6. The system shall support both unicast and multicast video.

7. Advanced camera functions, such as on-screen displays, patterns, brightness, resolution, compression, frame rate and presets shall be programmable through the video management system.
8. The system shall allow devices to be added at any time after initial configuration by the user.
9. Users shall be able to perform commands on individual cameras or a group of cameras.
10. Users shall be able to select and configure multiple streams per camera (multi-stream) for live viewing and recording. Each stream may be in a different format, compression level, resolution, and frames per second (FPS).
11. System shall be able to define multiple PTZ preset positions per camera and store presets on the server or camera for global use.
12. The system shall return a camera to a user defined preset after activity with the camera had stopped.
13. The user shall have the ability to turn off the return to preset feature.
14. System shall support scheduled recording of video from any system camera to a DVR located at City Hall.
15. Recording frame rate and resolution shall be adjustable.
16. The system shall support the recording of up to 6 cameras for 24 hours simultaneously. This capability shall be expandable.
17. The workstation client application shall support camera control (pan/tilt/zoom) functions and the viewing of both live and recorded video from all cameras.
18. The web client application shall support camera control (pan/tilt/zoom) functions and the viewing of both live and recorded video from all cameras.
19. The workstation client interface shall be comprised of a main map display area; nested maps with zoomed in views of predefined areas of the city; and a device list.
20. The client application shall have configurable video display layouts that can be saved and loaded. The video display layouts shall allow configuration of the size of predefined and custom windows.
21. The two video display workstations shall allow for up to 16 images (4x4) on all four displays simultaneously at full resolution and frame rate.
22. The system shall have the ability to configure a tour of specified cameras.
23. The system shall log user activity, events and alarms.
24. The system shall have the ability to pull an i-frame out of the video stream for each camera at user-defined intervals as low as 15 seconds between capture per camera.
25. The server performing video captures shall have the ability to push these images to any location, including FTP to the City's web server.
26. The user shall have the ability to control whether each captured image overwrites the previous image.
27. The image capture process shall be programed to skip a capture and replace the web image with a error message if the system determines that the camera is not currently in a preset position.
28. Script programming shall be configurable from any client workstation and shall not require administrative rights.

VI STATEMENT OF SUPPLIER QUALIFICATIONS

The following items are to be clearly addressed in the proposal in the order shown here.

A. Firm Information
   1. Describe the experience of your firm to license, furnish, install, and integrate for the Cameleon video management system for use in viewing pan-tilt-zoom Cohu traffic surveillance cameras.
   2. Provide your organization's hours of operation and contact information.
   3. Identify the location of the base office and describe the experience about the Cameleon for the individuals who will be assigned services to the City.
   4. Provide Proposal Cost
B. Ability to Meet Requirements
   1. Describe your firm's experience and expertise in providing setup, training, and technical support.
   2. Describe how your immediate and ongoing maintenance for technical support may differ from the technical support provided by your competition.
   3. Describe your firm's capability for troubleshooting Cameleon issues and verify operations.
C. Summary
   1. Provide a detailed transition plan and timeline necessary to migrate the City of Kirkland's existing pan-tilt-zoom Cohu traffic surveillance cameras to Cameleon.
   2. Explain in one to two pages or less the unique features of your firm and how your proposed package of licensing, installation, integration, training, and technical support services will differentiate your firm from other's responding to this RFP.

VII   TERMS AND CONDITIONS

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.

C. The City reserves the right to award any contract to the next most qualified supplier, if the successful supplier does not execute a contract within 30 days of being notified of selection.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the supplier in preparing, submitting or presenting its response to the RFP.

G. The project is funded through a federal Congestion and Mitigation of Air Quality (CMAQ) grant combined with local funds. The City will lead project administration through WSDOT and PSRC.

H. The City in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation Subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Contract: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, a service contract and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

Cooperative Purchasing: RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

Compliance with Laws: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

Debarment and Suspension: By signing their proposal, the proposing firm certifies that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

VIII EVALUATION PROCESSS

Proposals will be evaluated by a committee of City staff. Evaluations will be based on criteria outlined herein. All proposals will be evaluated using the same criteria. For consistency and ease of evaluation, criteria items A though F should be addressed in the proposal in the same order they are found here. The criteria used will be:

A. Responsiveness to the RFP
    Responsiveness includes timely submittal and completeness of proposal.

B. Ability to Deliver Required Software and Perform Required Services
    The City will consider all the relevant material submitted by each supplier, and other relevant material it may otherwise obtain, to determine whether the supplier is capable of providing the software and services of the type and scope specific to the RFP. The following elements may be given consideration by the City in determining whether a supplier is capable:

    1. Ability, capacity, and skills of the supplier who to perform the scope of services, and implement program and provide maintenance support in a timely manner.
    2. Experience of individuals who will be assigned services to the City.
    3. References – Provide at least three (3).

C. Pricing
    Proposal to show separate costs for software, license fees, configuration, installation, initial integration, training, ongoing maintenance fees, and add-on license fees and integration for new cameras (optional).

D. Schedule
    Ability to meet the City's schedule.

E. Unique Features
    Factors that differentiate you from your competition that provide added value to the City.

F. Interviews and Reference Check, if required.
    If necessary, the City may conduct interviews as part of the final selection process and may conduct reference check for the selected process.

Component	Score
Responsiveness/Completeness to the RFP	5 points
Ability to Perform Services	45 points
Software Cost & Fees	40 points
Ability to meet the schedule	5 points
Unique Features	5 points
Total	**100 points**